

OFFICE OF THE BOARD OF COUNCILLORS
RAIGANJ MUNICIPALITY
P.O. RAIGANJ, DIST. UTTAR DINAJPUR



Chairman: Fax: 03523-242542,
Phone: 242542
Enquiry Section: Phone: 242563

Memo no. – 443/RM/Store

Date – 05.12.2017

Notice Inviting e-Quotation No. – RM/STORE/WS-1/002/17-18

("Certified that the e-tender norms of the state government as specified in Finance Department memo nos. 3060-F(Y) dt. 11.06.2014 and 3112-F(Y) dt. 13.06.2014 are being followed by the organization for its procurements".)

1. On behalf of The Chairman, Raiganj Municipality, invites item rate e-Tenders (electronic Tenders) from eligible resourceful & bonafide contractors as per the enclosed list of works (Table -1)
2. Applicants willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> using the option – Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://wbtenders.gov.in>
3. Intending tenderer can search and download NIT and other tender documents electronically by logging on to the website <https://wbtenders.gov.in>, using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.
4. For participating in the tender, the tenderer shall have to pay the Earnest Money online through ICICI bank payment gateway / through RTGS/NEFT
5. A prospective tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.
6. **Eligibility criteria for participation in tender:**
 - i) The prospective Tenderers who are eligible to participate (Bonafide Outsider Contractors / Engineers Co.Op. / Labour Co. Op. etc.) should have sufficient resources, bank solvency, sufficient experience in similar nature of work should have satisfactorily completed during the last 5(five) years prior to the date of issue of this Notice at least single work of similar nature under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., having a magnitude of 40% of estimated amount by completion certificate in support of the credential. Scanned copy of the Completion Certificate / Final Payment Certificate issued by the Concerned Executing Authority should be uploaded as

Non-Statutory Document through online. Work order / certificate stating work under progress will not be considered as credential in this respect.

- ii) Uploading of scanned copies of Valid PAN issued by the IT Deptt. Govt. of India, up to date Income Tax Return receipts, Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & up to date P. Tax payment challan / P. Tax payment certificate, in the Technical Proposal as Non Statutory Documents. L1 bidder has to submit upto date P Tax Payment Certificate at the time of making agreement.
- iii) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.
- iv) All Tenderers should have to upload only their self attested copies of the requisite documents in the website for submitting their Tender.
- v) Bank solvency certificate (40% of estimated value) is mandatory.
- vi) Earnest money exemption is not allowed for any category of bidder.
- vii) Audited balance sheet showing up to date accounts.
- viii) "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017."

The Tender Documents shall consist of the following documents:

- i. NIT.
- ii. BOQ/Price Schedule.

7. Submission of Tenders

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1.

Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

a. Statutory Technical folder containing,

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. FAX & e-mail.
- ii) Notice Inviting Tender duly signed by agency.
- iii) BOQ/Price Schedule

Note:

- i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.
- ii. Tenders will be summarily rejected if any item in the statutory cover is missing.

- iii. In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- iv. Necessary deduction i.e. GST, I.T, CESS etc. will be made as per relevant Govt. order.

b. Non-Statutory Technical cover containing,

- i. Upto date P.Tax payment certificate / upto date P.Tax payment Challan, Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, of opening of the tenders. 2017, PAN Card & Income Tax Return receipts valid up to the date Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. Registered Deed for partnership firm.
- iii. Completion Certificate during the last 5(five) consecutive years [as stated in Clauses 6 (i)]
- iv. Bank solvency certificate (40% of estimated value).
- v. Affidavit "Y" (Declaration of the Bidder) Sec.B.
- vi. Structure And Organisation (Sec. B ; Form III).
- vii. Checklist duly signed by the authorized signatory should be submitted.
- viii. Audited balance sheet showing up to date accounts as Non Statutory Documents.
- ix. Experience profile should be furnished as per following table.

Experience profile

List of projects completed that are similar in nature to the works executed for the last 5(five) financial years.

Name of Agency	Name location & nature of work	Tender No. & Work order No.	Name of E.I.C. responsible supervision of for work	Estimated amount put to tender (Rs)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (if any)

Note : Applicant may add necessary column and space, if required from his end.

THE ABOVE STATED NON-STATUTORY TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the —My Documents list and then click the tab —Submit Non Statutory Documents to send the selected documents to Non-Statutory folder. Next, click the tab —Click to Encrypt and upload and then click the —Technical Folder to upload the Technical Documents.

Sl. No	Category Nam	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE)	1. VAT Registration Certificate 2. PAN Card 3. P Tax (Challan) 4. Income Tax Return receipts (refer clause 6-ii)
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C.	CREDENTIAL	Credential	1. Completion Certificate for Similar Nature of Work Done (refer clause 6. i) 2. Experience profile (refer clause 7. (b) (x)

NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE TENDER LIABLE TO REJECT.

8. Financial Proposal

i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the contractor is to quote the rate online. The item wise rates should be inclusive of all charges and taxes including supplying, fitting and fixing all complete as per direction.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

9. Penalty for suppression / distortion of facts: If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his

user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Chairman, Raiganj Municipality may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all credentials, certificates, company details, partnership deeds etc. etc. as uploaded by the Tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

10. Performance Security : Security money will be deducted @10% (regardless of being an Agency or a Co-Operative Society) from the billed amount including earnest money . No interest will be payable on the EMD/Bid security or the performance security.

CLAUSE 17 OF CONDITIONS OF CONTRACT OF THE TENDER FORM NO. 2911 / 2911 (I) / 2911 (II) (VIDE G.O. NO. 177-CRC/2M-57/2008 dt. 12/7/2012) SUBSTITUTED BY THE FOLLOWING:-

"Clause 17" – If the contractor or his workmen or servants or authorized representatives shall break, deface, injure, or destroy any part of building, in which they may be working, or any building, road, road-curbs, fence, enclosure, water pipes, cables, drains, electric or telephone posts or wires, trees, grass or grassland or cultivated ground contiguous to the premises, on which the work or any part of it is being executed, or if any damage shall happen to the work from any cause whatsoever or any imperfections become apparent in it at any time whether during its execution or within a period of three years after issuance of certificate of its completion by the Engineer-in-Charge, the contractor shall make the same good at his own expense, or in default, the Engineer-in-Charge may cause the same to be made good by other workmen and deduct the expense (of which the certificate of the Engineer-in-Charge shall be final) from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter become due to contractor by the Government or from his security deposit, or the proceeds of sale thereof, or of a sufficient portion thereof and if the cost, in the opinion of the Engineer-in-Charge (which opinion shall be final and conclusive against the contractor), of making such damage or imperfections good shall exceed the amount of such security deposit and/or such sums, it shall be lawful, for the Government to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force. The security deposit of the contractor shall not be refunded before the expiry of Three years after the issuance of the certificate, final or otherwise, of completion of work by the Engineer-in-Charge.

Provided that the work shall not be deemed to have been completed unless the "Final Bill" in respect thereof shall have been passed and certified for payment by the Engineer-in-Charge. Provided further that the Engineer-in Charge shall pass the "Final Bill" and certify thereon, within a period of forty five days with effect from the date of submission thereof by the contractor, the amount payable to the contractor under this contract and shall also issue a separate certificate of completion of work to the contractor within the said period of forty five days. The certificate of Engineer-in Charge whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However, the security deposit of the contractor held with the Government under the provision of Clause 1 hereof shall be refundable to the contractor as per relevant WB Govt. norms.

Explanation : - The word 'work' means and includes road work, bridge work, building work, sanitary and plumbing work, electrical work and/or any other work contemplated within the scope and ambit of this contract. The work may be of original or special repair in nature or a combination thereof, or of original or special repair in nature in combination with the work(s) of repair and/or maintenance in nature; Provided that in respect of the work of repair or maintenance in nature or a combination thereof, the words three years wherever appearing in this Clause shall be deemed to be one year and in which case the security deposit of the contractor held with the Government under the provision of Clause 1 hereof shall be refundable to the contractor on expiry of one year after the issuance of certificate of completion of work by the Engineer-in-Charge. The following paragraph shall be added to the Interpretation Clause of CONDITIONS OF CONTRACT:- "The word 'Government' means the Government of the State of West Bengal in Public Works Department." Sale price of bid documents is dispensed with for e-tender / e-bid. In case of re-tender no bid security / EMD is required for the bidders who responded to the first tender but did not get back the EMD deposited with the first bid.

11. Rejection of Tender:-

The employer (Tender accepting authority) receives the right to accept or reject any Tender and to cancel the Tendering process and reject all Tenders at any time prior to the award of contract without thereby incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderers of the ground for employer's (Tender accepting authority) action.

12. Date & schedule (Table-I)

a)	Name of the work:-	Supply of various Printing items for office use under Raiganj Municipality.
b)	Eligibility of the Contractor :-	The prospective Tenderers who are eligible to participate (Bonafied Outsider Contractors / Engineers Co.Op. / Labour Co. Op. etc.) should have sufficient resources, financial solvency, sufficient experience in similar nature of work should have satisfactorily completed during the last 5(five) years prior to the date of issue of this Notice at least single work of similar nature under the State/Central Govt. Undertaking, Board/Corporation, Local Bodies or similar Govt. Organization etc., having a magnitude of 40% of estimated amount by completion certificate in support of the credential. Scanned copy of the Completion Certificate / Final Payment Certificate issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online. Work order / certificate stating work under progress will not be considered as credential in this respect.
c)	Cost Price of Tender documents :-	N.A.
d)	Estimated cost put to Tender:	N.A.

e)	Earnest money:-	2% of quoted in two parts, say Rs. 18,500/- as initial earnest money. Balance earnest money, if any beyond 18,500/- to be deposited during agreement. The intending tenderer asked to deposit the earnest money through the e-procurement portal of the Govt. of West Bengal http://wbetenders.gov.in . Refer instruction in this regard as stated earlier. Earnest money exemption is not allowed for any category of bidder. The tenderer shall have to pay the Earnest Money online through ICICI bank payment gateway / through RTGS/NEFT.
f)	Name of Fund:-	
g)	Time of completion	365 days
h)	<u>Date and Time Schedule as follows :</u>	
(i)	Date of uploading of N.I.e.T., and Tender Documents online (Publishing Date)	06/12/2017
(ii)	Document downloaded / sell start date (on line)	06.12.2017 at 09:30 HRS
(iii)	Tender submission start date (online)	06.12.2017 at 10:00 HRS
(iv)	Tender submission closing date (online)	20.12.2017 at 14:00 HRS
(vi)	Tender opening date for Technical proposals (on line)	22.12.2017 at 14.00 HRS
(vii)	Date of uploading list for Technically Qualified Tenderers (on line)	To be notified later.
(viii)	Date and place for opening of Financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
(ix)	Date of uploading of list of Tenderers along with the offer rates through (on line)	To be notified later.
(x)	Also if necessary for further negotiation through offline for final rate	To be notified later

Note:

1. In case of Bandh / strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above only for Sl. No. g) vi) to ix) of Table-I under Clause 12.
2. Scrutiny of Technical & Financial Bid Documents and recommendation for processing of Comparative Statement for acceptance etc. will be made by Municipal Authority, Raiganj Municipality.
3. Scrutiny of Technical Bid documents submitted by the bidder will be done after opening of Technical Bid. **The original documents for verification during Technical Bid Scrutiny should be brought at the chamber of Chairman, Raiganj Municipality on the next working day of opening of the Technical Bid**, failing which the bidder shall be directly liable to be disqualified in Technical Evaluation.
4. Earnest money should be submitted through the e-procurement portal of the Govt. of West Bengal <http://wbetenders.gov.in>.
5. The successful tenderer shall have to be executed an agreement with the authority as per usual norms in the Municipal tender agreement form (sample of which is available in the Municipal Office at working hours) within 7 days after the issue of acceptance letter. **L1 bidder need to submit upto date P. Tax payment certificate at the time of making agreement if not submitted earlier.**
6. Recovery of 1% (one percent) for labour welfare cess of gross value of the bills to be made as per regulation of employment and conditions of service act, 1996 (if applicable at the time of making payment.)
7. The authority reserves the right to seek clarification from intending Tenderer regarding rate offered of any item, which should be proportionate and justified to available Govt. schedule of rates. It is desirable to maintain parity between different components of sub-structure and super structure. In case of parity does not exist and further in case after negotiation with the lowest bidder, if the bidder failed to resolve desired parity, then the rate offered by the lowest bidder is liable to be rejected.
8. Successful agency shall have to make an agreement (in 2 copies) with the Raiganj Municipality, in the prescribed proforma by depositing @ Rs. 2000.00 (Rupees two thousand only.) for cost of each tender form in cash stating that the agency is agreeable to execute the

work as and when require (as per the rates quoted and terms and conditions laid down in the tender papers) to the Municipality within the Municipal/Adjoining areas (as the case may be).

9. No price escalation with be admissible under any circumstance and rate should be quoted inclusive all taxes(e.g.– GST) and incidental charges.
10. Bidder need to fill up the check list attached with NIEt and upload with all other relevant documents.
11. "Tax invoice(s) needs to be issued by the supplier/contractor for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017
12. Deduction if any from the bill shall be made in accordance with prevailing laws laid down by the State / Central Govt, as the case may be.
13. The intending bidder may visit the particular site before participation, consulting with concerned E.I.C.


Chairman,
Raiganj Municipality

Copy forwarded for favour of information & wide circulation to:-

1. The Sabhadipati, Uttar Dinajpur Zilla Parisad
2. The District Magistrate, Uttar Dinajpur, Karnajora, Uttar Dinajpur
3. The Executive Engineer, M.E.Dte., Dinajpur Division.
4. The District Information & Cultural Officer, Uttar Dinajpur, Karnajora, Uttar Dinajpur
5. The Block Development Officer, Raiganj, Uttar Dinajpur.
6. The Vice Chairman, Raiganj Municipality.
7. The Executive officer, Raiganj Municipality. He is requested to remain present at the date and time of Opening of Tender.
8. The Finance officer, Raiganj Municipality. He is requested to remain present at the date and time of Opening of Tender.
- 9-12. Member, Chairman in Council, Raiganj Municipality. He is requested to remain present at the date and time of Opening of Tender.
13. The Accountant, Raiganj Municipality.
14. The Cashier, Raiganj Municipality.
15. Office website www.raiganjmunicipality.com
16. The NOVA Advertising, Sudarshanpur, for wide circulation.
17. The Office Notice Board, Raiganj Municipality for wide circulation.


Chairman, 05/12/17
Raiganj Municipality
18/5/12/17

SECTION – B

FORM –I

PRE-QUALIFICATION APPLICATION

To
The Chairman,
Raiganj Municipality

Ref: - Tender for _____
_____ (Name of work) _____

N.I.T.No.:

Dear Sir,

Having examined the Statutory, Non statutory and NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of _____ in the capacity _____ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

(a) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.

(b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

Enclo:- e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: -

Signature of applicant including title
and capacity in which application is made.

AFFIDAVIT "Y" (Form II)

Declaration of the Bidder

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value and Duly Notarized)

I,, son of,
....., aged about years by
occupation do hereby solemnly affirm and confirm as follow:

1. That, I am the Of have
duly authorized by and competent to affirm this affidavit on behalf of the said Bidder.
2. That, I have inspected the site of work covered under NIB (NIB No) circulated through Office
memo bearing No dated and have made myself fully acquainted with the site
conditions existing level/proposed level and local conditions in and around the site of work. I have also carefully
and meticulously gone through the Bid documents. Bid of the above named Bidder is offered and submitted
upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Bidder,
being lawfully and duly authorized, promise to abide by all the covenants, conditions and stipulations of the
Contractual documents and to carry out, complete the works to the satisfaction of the Bid accepting Authority of
the Work and abide by all instructions as may given by the Engineer in Charge of the work time to time. I also
hereby undertake to abide by the provisions of Law including the provisions of Contract Labour (Regulation &
Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, VAT Act, Income Tax Act as would be
applicable to the Contractor upon entering into formal Contract / agreement with the Bid Inviting/Accepting
authority.
3. That I declare that, no relevant information as required to be furnished by the Bidder has been
suppressed in the Bid documents.
4. That the statement above made by me is true to my knowledge.

Deponent

Solemnly affirmed by the said

.....
before me.

.....
(1st class Judicial Magistrate / Notary Public)

SECTION - B

FORM- III

STRUCTURE AND ORGANISATION

A.1 Name of applicant:

A.2 Office Address:

Telephone No. and Cell Phone No. :

Fax No. :

E mail:

A.3 Attach an organization chart showing the structure of the company with names of

Key personnel and technical staff with Bio-data. :

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

**Signature of applicant including title
and capacity in which application is made.**

RAIGANJ MUNICIPALITY

Check List for NI-eQ No. RM/STORE/WS-1/002/17-18

• Name , address & tele. No. of the farm:-	
• e-mail:-	
• Name of authorized person:-	
• GST Registration no. of agency:-	
• PAN No. of the entity:-	
• Experience (enclosed certificate):-	
• Bank solvency certificate (yes/no) :-	
• EMD details :-	
• Undertaking:-	
• Copy of income tax returns of the(FY):-	
• Agency (sole owner/ partnership/copy):-	
• Authorization from all the owners/ partners/ directors in case the tender signed by another person of their behalf:- (if applicable)	

Certified that each and every page of the tender/ attached document are serially numbered and signed by me.

Signature:.....

Name of bidders:.....

Designation:.....

Address:.....